



# SOCIETY ELECTIONS POSITIONS: SCIENCE COUNCIL

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## OPEN POSITIONS

*All positions have one (1) vacancy unless otherwise stated.*

- President
- Vice President of Internal Affairs
- Vice President of External Affairs
- Vice President of Student Life
- Vice President of Academic Affairs
- Vice President of Finance
- Vice President of Communications
- Vice President of Marketing

## QUALIFICATIONS

In addition to the eligibility requirements outlined in the Society Elections Policy & Procedure and OTSU Bylaws, all candidates must also have the following qualifications:

- Must be a full-time undergraduate student in the Ontario Tech University Faculty of Science for the regular Academic Year
- Additional qualifications may be required for certain positions.

## TERM OF OFFICE

Elected positions can serve a maximum of one year, commencing May 1, 2026 to April 30, 2027.

## VOTING PROCESS

The Ontario Tech Science Council has adopted a Vote of No Confidence on their election ballot.

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## PRESIDENT OF THE COUNCIL

### Role and Responsibilities

The specific duties of the President of the Council are as follows:

- To supervise all activities of the Ontario Tech Science Council and Society;
- To act as a liaison and representative of the Society to, but not exclusively, the Ontario Tech Student Union, Ontario Tech University, the Faculty of Science, and other University faculties and organizations;

- To chair meetings of the Council, General Meetings of the Society, and oversee Ontario Tech Science Council members' activities on behalf of the Council;
- To ensure proper hiring, operation, and functioning of Council Coordinators and Directors;
- To plan the Society's strategic direction and long-term objectives with the Executives;
- To sign disbursements from the Society;
- To prepare reports based on initiatives and in response to other reports and/or situations of concern to the Society and students in general;
- To prepare policy drafts for consideration by the Society;
- To assist, to a reasonable capacity, any activities of the Ontario Tech Science Council;
- To ensure fair and proper hiring, operations, and functioning of the Directors on the Board of Directors; and
- To act as Chair at all Board Meetings and ensure smooth communication between the Executive Council and the Board of Directors.

#### **Additional Qualifications**

- Must have served no less than one (1) term on either the Executive Council or the Board of Directors.

## **VICE PRESIDENT(S) OF INTERNAL AFFAIRS**

### **Role and Responsibilities**

The specific duties of the Vice President(s) of Internal Affairs are as follows:

- To act as a liaison between the Council and faculty societies, campus clubs, and the Ontario Tech Student Union;
- To ensure that minutes of all Ontario Tech Science Council meetings and attendance sheets for meetings and events are up to date;
- To sign disbursements from the Society;
- To be responsible of the Ontario Tech Science Council email; and
- To ensure proper hiring, operation, and functioning of Internal Affairs Coordinator(s).

## **VICE PRESIDENT(S) OF EXTERNAL AFFAIRS**

### **Role and Responsibilities**

The specific duties of the Vice President(s) of External Affairs are as follows:

- To represent the Society and communicate positions and policies taken by the Society to external bodies and agencies;
- To act as the Ontario Tech University Coordinator on the Ontario Science Students Association Board of Coordinators;
- To connect with other Ontario Tech Science Councils (or Societies) from different universities to build and maintain support networks for conference, event, social and/or networking reasons;
- To act as a liaison with external organizations;
- To be responsible for the creation of sponsorship packages and the maintenance of sponsor/partner relationships with external bodies;
- To sign disbursements from the Society;
- To plan events for Ontario Tech University Open Houses to help facilitate recruitment of Science students; and
- To ensure proper hiring, operation, and functioning of External Affairs Coordinator(s).

## VICE PRESIDENT(S) OF ACADEMIC AFFAIRS

### Role and Responsibilities

The specific duties of the Vice President(s) of Academic Affairs are as follows:

- To represent the academic and professional interests of Society members;
- To liaise with Faculty of Science, Career Centre, and academic support programs, and create partnerships with groups overseeing such programs;
- To collaborate with Science Café for events and sessions;
- To seek and plan unique opportunities for academic and career development with at least three such events occurring each semester; and
- To ensure proper hiring, operation, and functioning of Academic Affairs Coordinator(s).

## VICE PRESIDENT(S) OF STUDENT LIFE

### Role and Responsibilities

The specific duties of the Vice President(s) of Student Life are as follows:

- To represent the social interests of Society members;
- To plan social and philanthropic events and opportunities with at least three events occurring each semester;
- To seek collaboration with both internal and external groups for events;
- To seek out volunteering opportunities for students; and
- To ensure proper hiring, operation, and functioning of Student Life Coordinator(s).

## VICE PRESIDENT(S) OF COMMUNICATIONS

### Role and Responsibilities

The specific duties of the Vice President(s) of Communications are as follows:

- To ensure appropriate promotion of Ontario Tech Science Council and its events;
- To be responsible of social media accounts, including, but not limited to, linktree, newsletter, and website;
- To regularly update the website with relevant events and hiring phases;
- To ensure proper communication between students and the council through the newsletter and website;
- To ensure proper hiring, operation, and functioning of Webmaster and Coordinator(s) of Photography.

## VICE PRESIDENT(S) OF MARKETING

### Role and Responsibilities

The specific duties of the Vice President(s) of Marketing are as follows:

- To ensure appropriate promotion of Ontario Tech Science Council and its events;
- To be responsible of social media accounts, including, but not limited to, Facebook, Twitter, Instagram and discord;
- To approve and manage the promotion of relevant internal or external bodies;
- To ensure the production of at least one promotional piece per month outside of regular Council promotion; and
- To ensure proper hiring, operation, and functioning of Coordinator(s) of General Communication and Marketing Design Coordinator(s).

## VICE PRESIDENT(S) OF FINANCE

### Role and Responsibilities

The specific duties of the Vice President(s) of Finance are as follows:

- To be responsible for all financial matters of the Ontario Tech Science Council;
- To be responsible for preparation of supplementary funding proposals and collection of all final financial statements;
- To manage all Eventbrite financial services;
- To sign all disbursements from the Society except those that disburse to the VP of Finance;
- To maintain an accurate record of all financial transactions of the Ontario Tech Science Council; and
- To prepare a budget at the beginning of each academic term and update it at least once every 2 weeks; and
- To ensure proper operation and functioning of the Coordinator(s) of Finance.